

U.S. Environmental Protection Agency, Region 9 Pollution Prevention Grants Program-FY 2005

Supplemental Information OPPT Solicitation Notice Number: 03/01/05PPD

This guidance supplements the national announcement for the FY 2005 Pollution Prevention Grant Program and outlines regional evaluation criteria and general procedures for application and award in EPA Region 9. This guidance should be used in conjunction with the national guidance published above.

In 2005, EPA Region 9 anticipates that it will award approximately \$450,000 in grants. Individual awards may be for any amount up to \$200,000. These grants support State, Tribal, Territory and regional programs that address the reduction or elimination of pollution across all environmental media: air, land and water. This assistance will be awarded through the Pollution Prevention Act of 1990.

Important Dates

April 29, 2005 – Proposals must be postmarked.

May, 2005 – Applicants given notice of initial approvals and denials. Applicants selected for funding may be requested to submit a revised application (e.g. if funding awarded is less than originally requested, or work plans need revision/greater specificity).

Jun 15, 2005 – Final, revised grant application and work plan must be submitted to EPA.

October 1, 2005 – Awards made

Evaluation Criteria

EPA will award Pollution Prevention Grants on a competitive basis/and evaluate proposals based on the following criteria:

1. The application presents a clear description of priority environmental problems or issues which the project will address. Justification is given for why these are state/tribal environmental priorities. **(15 points)**.
2. The application specifies realistic goals and objectives that deal with the environmental problems or issues identified in the application **(10 points)**.
3. The application includes a well-conceived strategy to achieve those goals and objectives **(15 points)**.
4. The project makes effective and judicious use of the requested federal grant funds. Matching funds relate directly to the program and can be clearly accounted for **(15 points)**.
5. Project participants are well qualified to conduct the proposed project and have a demonstrated record of success in their previous work in pollution prevention and/or related areas. Senior management within the applicant organization and other participating organizations are committed to the project and will monitor project progress **(15 points)**.

6. The project contains clear measures of success. Measures of success should be either measures of environmental improvement, or should be directly linked to such measures **(20 points)**. *Must meet requirements specified in Section V of the National Announcement (National Requirements-demonstrate environmental results).*
7. The project includes features that are transferable to other areas and describes how products/approaches will be shared with other states/P2 providers. It also describes how project success will be shared with other departments internally **(10 points)**.

In addition to scoring each proposal, the selection committee will convene to discuss the strengths and weaknesses of each proposal. The committee will submit its recommendations to the Waste Division Director who will make the final award determination. Selected organizations will be notified.

Application Content

The following format must be used for all application packages:

1. Name of Project
2. Point of contact (Individual and Organization Name, Address, Phone Number, Fax Number, E-mail Address)
3. Is this a continuation of a previously funded project? (if so please provide the number and status of the current grant or cooperative agreement)?
4. Proposed federal funding
5. Proposed recipient cost share.
6. Description of general budget proposed to support project
7. Project area (based on areas of interest shown above)
8. Project description: (must not exceed two pages of single-spaced text)
9. Expected accomplishments or product, with dates, and interim milestones. This section should also include a discussion of a communication plan for distributing the project results to interested parties.
10. Request applicants to submit information that address environmental results/outcomes as identified in Section V.
11. Application for Federal Assistance (Standard Form 424) and Budget Information (SF 424A). <http://www.whitehouse.gov/omb/grants/index.htm#forms> Click forms, then click on SF-424 and SF 424A, the download/print them.
12. Identification of the key agency contact, and if applicable, other involved agencies' contacts. EPA will contact these people if additional information or explanation is required. This form can be found at <http://www.epa.gov/ogd/AppKit/application.htm>
13. Statement of Experience/Capability. This section should include resumes or background statements for key project personnel and a description of the project participants' capabilities and experience as it relates to the proposed project. Proposal reviewers will be looking for a clear indication of the participants' ability to accomplish the project's state objectives. This form can be found at <http://www.epa.gov/ogd/AppKit/application.htm>

Please send three copies to:

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EPA Region 9 will respond to questions from individual applicants regarding threshold eligibility criteria, administrative issues related to the submission of the proposal, and requests for clarification about the announcement. However, in accordance with EPA's Competition Policy of January 11, 2005 (EPA Order 5700.5A1), EPA staff will not meet with individual applicants to discuss draft proposals, provide informal comments on draft proposals, or provide advice to applicants on how to respond to ranking criteria. Applicants are responsible for the contents of their applications.

For additional information please contact Jessica Counts at (415) 972-3288 or via email at counts.jessica@epa.gov or Leif Magnuson at (415) 972-3286 or via email at magnuson.leif@epa.gov